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# CIA INTERNAL USE ONLY

7 May 1963

MEMORANDUM FOR: CIA Librarian

SUBJECT:

Procurement of Foreign Annual Publications

REFERENCE:

Your memorandum of 26 March 1963, subject: Renewal of

Annuals

1. As of 6 May, all renewal and/or new orders for foreign annuals have been sent out except for those currently in process in the Europe Unit. Several factors have delayed the processing of these orders in this Unit, including some which the Unit Chief concerned will eliminate in the future. One serious factor contributing considerably to his delay and to confusion in the other Units was the deplorable condition of the machine runs received from Machine Division: titles were incorrect, items previously cancelled were carried as active orders, etc. I have instructed to report each such machine failure in the future to that corrective requests may be addressed to Machine Division. Under normal conditions, it should be entirely possible to have annual type publication orders in the hands of posts approximately sixty to eighty days following initiation here of Type E runs by office. It must be borne in mind that this suggested time span calls for a) speedy and accurate response by Machine Division; b) speedy and accurate response by consumers in checking their renewals and in sending in 1395's on new orders; and c) speedy and accurate checking and transmitting of this data by the Foreign Section. We are entirely responsible for meeting the requirements of c) above, and can only request that a) and b) receive similar attention.

- 2. In answer to the proposal you mention in paragraph 2 of reference, namely, that we instruct posts to renew automatically annuals currently on order unless they receive a cancellation notice from us, the following is submitted:
- a. First of all, with the exception perhaps of the Library itself, none of the other CIA customers has what may be termed stabilized annuals requirements. The Library, which represents about one quarter of our total traffic in annuals, does not utter the number of deviations and changes in required annuals which other components, particularly the DD/P, regularly do.

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h. In the second place, we tried an "automatic" system at	23/0
for a period of time. This involved sending a master list of annuals	
requirements, to which deletions, changes, and additions were referred. It	
soon resulted in confusion, error, duplications, and shortages. The time one	
night be persuaded to believe would be saved thereby was lost in the plethora	
of follow-ups, references, corrections, etc., we had to send after the fact.	
I would strongly recommend against use of the automatic concept at this time.	

- 3. We are, conversely, considering the following as a general improvement in this area:
- a. In view of the fact that foreign annuals are now ordered on a calendar year basis, even though a large number of them are not published prior to 30 June of a given year, we receive from most posts requests to reauthorize new fiscal year funds to meet outstanding orders. Some posts include requests for such funds in their annual report of unfilled orders which is requested by our Fiscal Staff. Other posts, however, report on the unavailability of the item(s) prior to the end of the fiscal year in which ordered, suggest cancellation of the order, and request reordering of the title(s) after 1 July. In either case, the end result is additional work and bother for all concerned.
- b. We propose, therefore, that beginning with Fiscal Year 1964, we will submit foreign annual orders on a fiscal rather than calendar year basis. That is to say, posts will henceforth be required to procure editions of annual publications issued between 1 July and 30 June.
- c. In converting to this new procedure, the posts will require and appreciate some explanation. The sample OM attached is suggested as a means of doing this.
- d. Each Unit in the Foreign Section has to deal with the publishing vagaries and customs of its area of responsibility. It would be inappropriate to expect that each Unit will be required to initiate its annual renewal program on the same date, but rather within a pre-determined period of time. What we are striving for here is a consistency of effort and procedures built around a flexible framework. In order to achieve this, I would suggest the following calendar of events as workable:

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- 1) 1-15 May: Request for Type E runs by office
- 2) 15 May Send runs to offices with deadline date for submission of orders set by each Unit. In cases where offices have been notoriously delinquent in replies, it is suggested that such offices be warned that failure to meet deadline dates will mean cancellation of their orders.
- 3) 1-15 June: Send corrected runs to Machine Division, and request post and alphabetical runs.
- 4) 1-15 July: Send ordering data to posts.

4. The Chief, Foreign Section will be the central point of coordination for the Units in establishing the schedule and supervising its fulfillment. We will expect to use the IBM machine run itself, covered by appropriate OM, as the ordering vehicle for those posts which procure a considerable quantity of annuals. This procedure has already been utilized in the case of \_\_\_\_\_\_\_ In all other cases, i.e. the smaller posts, we will continue to type annual requirements on OM's.

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Chief, Acquisitions Branch

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